

# Japanese Automation System on Web

## User's Guide

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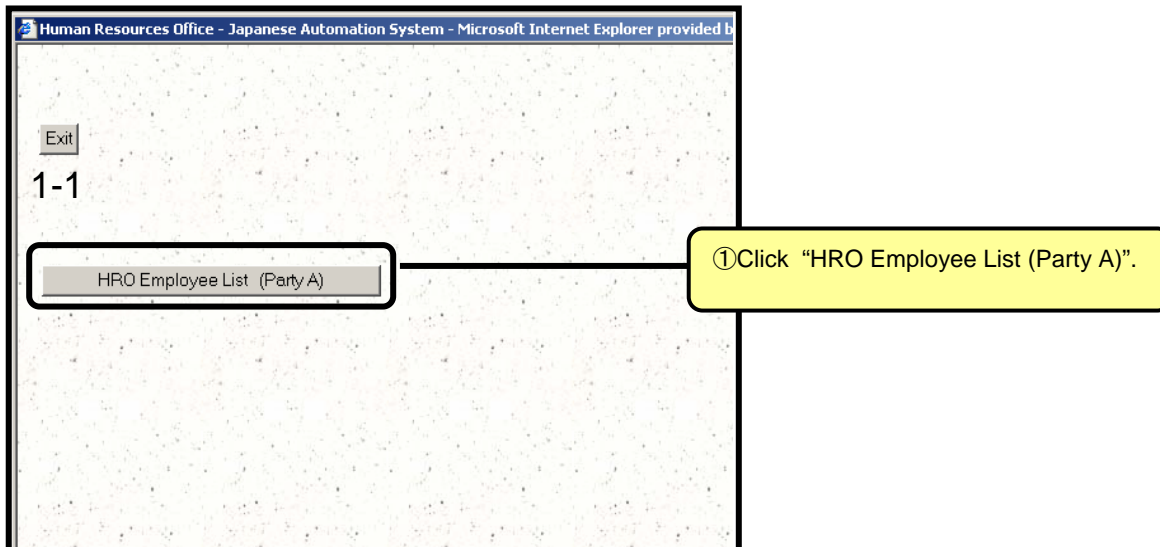
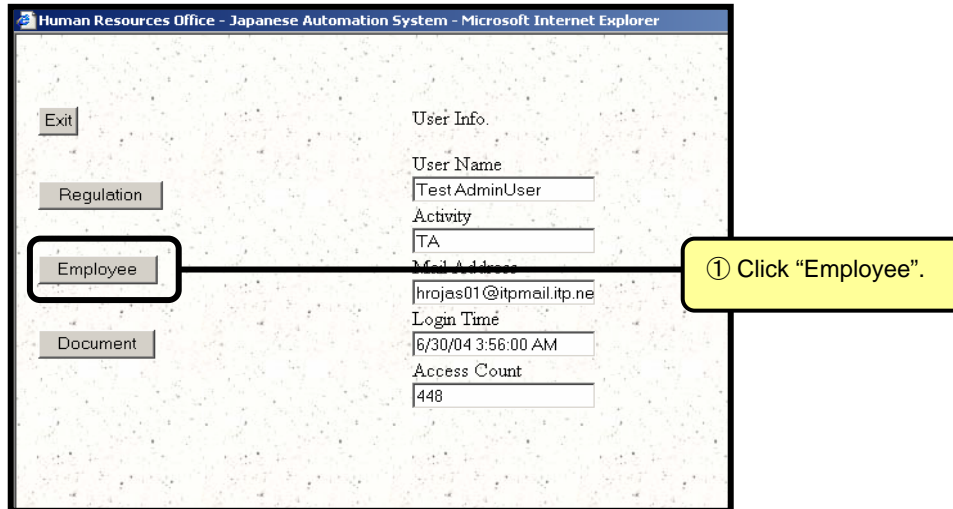
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# 1. Employee Data

When you enter the “Employee” Menu, you will be able to access to the page that administer employee data. By processing PAR/ONPA, Employee Data will be updated, and you will be able to use data for the following.

- New Employee Registration
- Search Employee Data
- Correct Employee Data
- Review History of Personnel Actions
- Name Change



## New Employee Registration:

Before preparing appointment PAR / ONPA, you must first register selectee's basic information as Employee Data, such as name, sex, and date of birth.

### 1. Go to the Registration Screen and Enter Employee Data:

【From Main Menu: "Employee" → Click "New Employee Registration"】

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Exit

New Employee Registration

Search Criteria for HRO Employee Data

Unique Employee No.	Current Employee No.	Last Name	First Name

Find

0 Record/s Hit

Modify	Last Name	First Name	Unique Emp No.	Current Emp No.	Date Of Birth	Date Of Hire	Historical List
--------	-----------	------------	----------------	-----------------	---------------	--------------	-----------------

① Click "New Employee Registration".

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Exit

Jump to Last

Last Name	First Name	Middle Name
YOKOSUKA	TARO	

Sex	Date of Birth	Emp No.
Male	01/01/1980	

<Select Sex>

Male

Female

Category

Type Of Employee

<Please Select Type Of Employee>

Act1

TA[Test Activity]

Act2

TA[Test Activity1]

Name Set

Update

Reset

② Enter only the Last and First Name, Sex and Date of Birth.

③ When you click "Name Set", "Update" button will show up. Click "Update" if everything is OK.

The name will automatically be change to Capital Letters even if you enter them in lowercase form. Date of birth must be entered by mm/dd/yyyy format and you must enter slash (/). An error message will be displayed for incorrect entry.

## 2. Register an Employee:

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Last Name : YOKOSUKA		First Name : TARO		Middle Name :
Sex : Male		Date of Birth : 01/01/1980		Emp No. :
Category :		Type Of Employee :		
Act1 :				
Act2 :				
Act3 :				
Act4 :				
Act5 :				
Actkey :		PdNo :		
FS :		UU :		CE :
Job No :		Job Title :		
Category :		Bwt :	Grade :	Lad :
Step :		Basic Wage :		LAD Allowance :
Work Place :		Competitive Area :		Competitive Level :
Period of Employee :		Trial Period :	Schedule Control No. :	Hours/Week :
Starting Time :		Ending Time :		Recess From :
Designate Non_Work Day and Rest Day :		Work Day From :		Work Day To :
Intermittent :		<input type="radio"/> Yes <input type="radio"/> No		
Duty of outside schedule workweek hours :		<input type="radio"/> Yes <input type="radio"/> No		
<input type="button" value="Update"/>		<input type="button" value="Back"/>		

① Click "Update" when all is entered correctly.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

**The Employee Registration Succeeded.**

**Please Click OK Button.**

② Registration is completed. Click "OK".

## 1-2 Search Employee Data:

### 1. Search Employee Data:

【From Main Menu: Main Menu → Click Employee】

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Exit

New Employee Registration

Search Criteria for HRO Employee Data

Unique Employee No.	Current Employee No.	Last Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Find

0 Record/s Hit

Modify	Last Name	First Name	Unique Emp No.	Current Emp No.	Date Of Birth	Date Of Hire	Historical List
--------	-----------	------------	----------------	-----------------	---------------	--------------	-----------------

① You can find an employee by entering on or combination of the following:

- \* Employee No. (Unique)
- \* Employee No. (Current)
- \* Last Name
- \* First Name

② Click "Find" after entering a key word.

By clicking "Find" without any entry, you will be able to see all employees' data under your authorization.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

New Employee Registration

Search Criteria for HRO Employee Data

Unique Employee No.	Current Employee No.	Last Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Find

36 Record/s Hit

<< 0 >>

Modify	Last Name	First Name	Unique Emp No.	Current Emp No.	Date Of Birth	Date Of Hire	Historical List
Current	Name	AAABBB	A	8	654321	2/2/03	1/1/1900
Status >>>>>	Manual Update			PD Number >>>>>		View	
Current	Name						View
Status >>>>>	Manual Update			PD Number >>>>>		View	
Current	Name						View
Status >>>>>	Manual Update			PD Number >>>>>		View	
Current	Name	BBB	B	2	456789	2/2/04	View
Status >>>>>	Manual Update			PD Number >>>>>		View	
Current	Name	CCC	C			1/1/04	View
Status >>>>>	Manual Update			PD Number >>>>>		View	

Search result will list 10 employees per page.

Click this button to move to the next page.



From below list, you will be able to update Employee's current Data, make changes to the name, and view history of personnel actions.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

New Employee Registration

Search Criteria for HRO Employee Data

Unique Employee No. Current Employee No. Last Name First Name

Find

36 Record/s Hit

<< 0 >>

Modify	Last Name	First Name	Unique Emp No.	Current Emp No.	Date Of Birth	Date Of Hire	Historical List
Current	Name	AAABBB	A	87654321	2/2/03	1/1/1900	View
Status	>>>	Manual Update		PD Number >>>>>			
Current	Name						View
Status	>>>	Manual Update		PD Number >>>>>			
Current	Name						View
Status	>>>	Manual Update		PD Number >>>>>			
Current	Name	BBB	B	23456789	2/2/04		View
Status	>>>	Manual Update		PD Number >>>>>			
Current	Name	CCC	C		1/1/04		View
Status	>>>	Manual Update		PD Number >>>>>			
Current	Name	DDD	D		1/2/04		View
Status	>>>	Manual Update		PD Number >>>>>			

You can make changes to the name from "Name" field.

You can view and update employee data from "Current" field.

You will be able to see the history of actions from "View" field.

When you can't find employee data:

DON'T RE-REGISTER!! Contact HRO!!!

If there is err in Activity's database, you may not be able to view employee data.

## 1-3 Review/Correct Employee Data:

【From Main Menu: Main Menu → Click “Employee”】

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Exit

Jump to Last

Name Set

Last Name	First Name	Middle Name
HEISEI	HANAKO	

Sex: Female Date of Birth: 1/1/80 Emp No.

View: All Update Reset

Category: MLC Type Of Employee: Permanent

Act1: TA|Test Activity

Act2: TA1|Test Activity1

Act3: |

Act4: |

Act5: |

Actkey: TATA1

PdNo: TA-TA1-003

FS: 000179 UU: 0201 CE: 00010

Job No: 0010 Job Title: Administrative Specialist

Category	Bwt	Grade	Lad
MLC	1	05	3

Step: 01 Basic Wage: 216700 Chk Wage: LAD Allowance: 1100

Work Place: U.S.Fleet Activities,Yokosuka Copy From Job No

Competitive Area: Commander Fleet Activities,Yokosuka Competitive Level

Schedule Set

Period of Employee (mm/dd/yyyy)	Trial Period (mm/dd/yyyy)	Schedule Control No.	Hours/Week
			40

Starting Time: (hhmm)	Ending Time: (hhmm)	Recess From: (hhmm)	Recess To: (hhmm)
0800	1645	1200	1245

Designate Non\_Work Day and Rest Day: Sat & Sun Work Day From: Mon Work Day To: Fri

Intermittent: Yes No

Duty of outside schedule workweek hours: Yes No

Modified by Authorized Person (IAI / HRO) Only.

Activity: Organization

Each column can be corrected as necessary.  
Don't forget to click "Update" to reinstall new data.

## 1-4 Name Change:

HRO will change employee's name upon receipt of a document requesting "Name Change". Please also contact us if there is a mistake in employee's name.

### 1-4 Name Change:

【From Main Menu: "Employee" → Search Employee → Click "Name".】

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Exit

New Employee Registration

Search Criteria for HRO Employee Data

Unique Employee No.	Current Employee No.	Last Name	First Name

Find

2 Record/s Hit

Modify	Last Name	First Name	Unique Emp No.	Current Emp No.	Date Of Birth	Date Of Hire	Historical List
Current Name	YOKOHAMA	HANAKO			4/30/75		View
Status >>>>	Manual Update			PD Number >>>>			
Current Name	YOKOSUKA	TARO			12/12/80		View
Status >>>>	Manual Update			PD Number >>>>			

① Click "Name".

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Exit

Jump to Last

Current Name

Last Name	First Name	Middle Name
YOKOSUKA	TARO	

↓

Changed Name

Last Name	First Name	Middle Name
YOKOSUKA	TARO	

Update

Jump to Top

② Enter new name.

③ Click "Update".



## 2. PAR / ONPA

### 2-1 Create PAR / ONPA

#### 1. Open PAR / ONPA Creation Screen:

【To enter this screen from Main Menu: Main Menu → Document → PAR Menu → New】

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

Regulation

Employee

Document

User Info.

User Name: TestAdminUser

Activity: TA

Mail Address: hrojas01@itpmail.itp.ne

Login Time: 6/30/04 3:56:00 AM

Access Count: 448

① Click the "Document".

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

PD Menu

PAR Menu

PWO Menu

User Info.

User Name: TestAdminUser

Activity: TA

Mail Address: hrojas01@itpmail.itp.ne

Login Time: 6/30/04 3:56:00 AM

Access Count: 443

② Click the "PAR Menu".

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

New

Modify/Delete/Status

List

Flow Setting

③ Click "New".

## 2. Select an Employee:

You must select an employee first before creating/processing PAR / ONP. You must refer to section “5-4, How to register a new employee” in this desk guide to register those newly hired employees not having their data in JAS.

**Note for Mass Action:**

First select an employee, although you are processing a single PAR/ONPA that covers multiple employees.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Initiation  
Employee Selection Page

Search Criteria for HRO Employee Data

Unique Employee No.	Current Employee No.	Last Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Find

0 Record/s Hit

Selection	Last Name	First Name	Unique Emp No.	Current Emp No.	Date Of Birth	Date Of Hire	PD Number
-----------	-----------	------------	----------------	-----------------	---------------	--------------	-----------

① You can find an employee by entering either one or a combination of the following:

- Employee number (Unique)
- Employee number (Current)
- Last Name
- First Name

②Click “Find” .

③ When you click the employee's name, you'll be taken to the next screen.

## 3. Determining Request Number:

A PAR / ONPA request number is automatically assigned when selecting an organizational location. You will not be able to assign numbers to those non-registered or non-authorized organizational codes. PAR/ONPA request numbers will be renewed every FY.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Initiation  
PAR Request No Manager Page

Open Personnel Action Request Form

Reset

Are you Sure?

Yes No

Act1  
TA[Test Activity]

Act2  
TA1[Test Activity1]

Act3  
|

Act4  
|

Act5  
|

PAR Request No. Will Be.:  
TA-TA1-027-2004

List of PAR Request No. ---- FY 2004

PAR Request No.	Status	Nature of Action	Name
TA-TA1-026-2004	Requested	Change in Work Schedule	Mass Action - See Attached Sheet
TA-TA1-025-2004	Requested		
TA-TA1-024-2004	Requested	Appointment	AAABBB, A - Ms.
TA-TA1-023-2004	Requested	Appointment	
TA-TA1-022-2004	Requested	Appointment	
TA-TA1-021-2004	Requested	Appointment	
TA-TA1-020-2004	Requested	Appointment	

① Select Command, Dept., Div. (You can select Act1 ~ 5)

② Serial numbers will be assigned to the lowest organization selected.

③ Click "Open Personnel Action Request Form".

④ Click "Yes" if everything is right.

## 4. Enter Effective Date and Nature of Action:

PAR / ONPA screens are divided by each column.  
First screen is for Effective Date and Nature of Action Column.

① Enter Effective Date.

Effective Date can be left blank or changed at a later date.

② Select appropriate NOA from the pull down list.

③ Click "Add NOA" and click "Set NOA" if appropriate. If you want to correct the entry, click "Reset NOA".

④ Click Employee's name.

⑤ Click "Update".

**TIPS**

To enter multiple NOAs, repeat ② and click "Add" "Set" again.

## ! IMPORTANT !

- YOU MUST CLICK AN EMPLOYEE'S NAME in the first column before update. You will receive an error message stating "Please Click Employee List" if you don't. Click employee's name and Update when error message appears.
- Before leaving each column, you always need to click "Update" and make sure that the data is updated. Otherwise, you will be repeating entries.

## 5. To Move to the Next Column:

There are two ways to move to next column. You can move one by one, or move directly to the column you need to go.

### A. To move one by one:

The screenshot shows the 'PAR Input Page' in the 'Human Resources Office - Japanese Automation System'. The page includes fields for 'REQUEST NUMBER' (TA-TA1-034-2004), 'REQUESTED EFFECTIVE DATE', 'DATE OF REQUEST' (9/21/04), and 'Nature of Action Requested' (Appointment). Below these fields, there are radio buttons for 'MLC' and 'IHA'. At the bottom, there is a section for 'Update Bound To Column' with a 'Jump to' dropdown menu. The 'Jump to' dropdown is currently set to 'Column All [Start]'. To the left of the dropdown is a '<<<' button, and to the right is a '>>>' button. Both buttons are circled in red, indicating they are used to move one column at a time.

You can move to next column by clicking "<<<" and ">>>".

### B. To move directly to the column you need to go:

The screenshot shows the 'PAR Input Page' with the 'Jump to' dropdown menu open. The dropdown menu lists various columns, including 'Column 7 [TYPE OF CONTRACT AND EMPLOYMENT]', 'Column 8 [JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD]', 'Column 9 [BASIC WAGE AND ALLOWANCES (Specify)]', 'Column 10 [ORGANIZATION UNIT]', 'Column 11 [INSTALLATION]', 'Column 12 [COMPETITIVE AREA AND LEVEL]', 'Column 13 [WORK CONDITIONS AND SCHEDULE]', 'Column 14 [REMARKS]', 'Column 15 [APPROPRIATION DATA AND FS-UU-CE CODES]', and 'Column 16 [REQUESTED BY]'. A red circle highlights the dropdown arrow, indicating it should be clicked to open the menu. Below the dropdown menu, there is a table with columns labeled 'Item', 'Lname', 'Fname', 'Mname', 'Sex', 'Dob', 'EmpNo', 'TypeOfEmp', 'Act1', 'Act2', 'Act3', 'Act4', 'Act5', and 'S1'.

Click "▼" to pull down menu.

Select the column you need to go and click.



## 6. Select Types of Employment:

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

Jump to Last

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Initiation  
PAR Input Page

REQUEST NUMBER  
TA-TA1-037-2004

REQUESTED EFFECTIVE DATE  
12/01/04

DATE OF REQUEST  
9/21/04

Nature of Action Requested  
Add NOA Set NOA Reset NOA

☒ MLC ☐ IHA

Appointment

Appointment

[NAME] | [DOB] | [EMPLOYEE NO]  
YOKOSUKA TAROH - Mr. | 10/10/70 |

Update Bound To Column

Jump to Column 7 [TYPE OF CONTRACT AND EMPLOYMENT]

<<< Update >>>

7. TYPE OF CONTRACT AND EMPLOYMENT

Item	From
TypeOfEmp	

Jump to Top

<Please Select Type Of Employee>

<Please Select Type Of Employee>

Permanent

Trial Period

Limited Term - Initial

Limited Term - Extended

Post-Retirement

Special Term

Select Type of employment from the list.

⑤ Click "Update".

## 7. To Review Updated Information:

Updated data entered by clicking the “Update” button is shown at the bottom of the screen. When there is a difference in the data saved in the “From” and the filed of “To” column, such fields will be highlighted so that you will be able to make sure that new data is added.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Exit

Jump to Last

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Initiation  
PAR Input Page

REQUEST NUMBER  
TA-TA1-037-2005

REQUESTED EFFECTIVE DATE  
12/2/04

DATE OF REQUEST  
12/2/04

Nature of Action Requested  
Add NOA Set NOA Reset NOA

MLC IHA  
Appointment

Appointment

[NAME] | [DOB] | [EMPLOYEE NO]  
YOKOSUKA, TARO - Mr. | 12/12/80 |

Update Bound To Column

Jump to Column 7 [TYPE OF CONTRACT AND EMPLOYMENT]

<<< Update >>>

7. TYPE OF CONTRACT AND EMPLOYMENT Trial Period

Item	From	To
TypeOfEmp		Trial Period

Jump to Top

① The updated column will be highlighted when there is a difference between “From” and “To”.

## 8. Enter PD Number, Job Title, Job Number, Grade and LAD:

JAS will automatically update Job Title, Grade, LAD by selecting a PD number. Also, when PAR/OMPA is authorized, a PD will automatically connect to the Employee Data. You can also enter each column manually, but if a PD is not registered, it will not be connected to the Employee Data.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Initiation  
PAR Input Page

REQUEST NUMBER  
TA-TA1-032-2005 MassAction

REQUESTED EFFECTIVE DATE DATE OF REQUEST  
 11/29/04

Nature of Action Requested Add NOA Set NOA Reset NOA

☒ MLC ☐ IHA  
Appointment ▼

Appointment ▼ [NAME] | [DOB] | [EMPLOYEE NO]  
YOKOSUKA, TARO - Mr. | 12/12/80 |

Update Bound To Column

Jump to Column 8 [JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD] ▼

<<< Update >>>

8. JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD

PD Number <Please Select PD No.> ▼

Job No <Please Select PD No.>  
TA-TA1-001  
TA-TA1-002  
TA-TA1-003

Category TA-TA11-001 Grade LAD  
TA-TA12-001  
TA-TA12-002

Step Extend Basic Wage Chk Wage LAD Allowance  
☒ No ☐ Yes

Item	From	To
PdNo		
Category		
Bwt		

① Click "▼" to select a PD number from the list.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Initiation  
PAR Input Page

REQUEST NUMBER  
TA-TA1-032-2005 MassAction

REQUESTED EFFECTIVE DATE DATE OF REQUEST  
 11/29/04

Nature of Action Requested Add NOA Set NOA Reset NOA

☒ MLC ☐ IHA

Appointment Appointment

[NAME] | [DOB] | [EMPLOYEE NO]  
YOKOSUKA, TARO - Mr. | 12/12/80 |

Update Bound To Column

Jump to Column 8 [JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD]

<<< Update >>>

8. JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD

PD Number TA-TA1-003

Job No	Job Title		
0010	Administrative Specialist		
Category	BWT	Grade	LAD
MLC	1	05	3
Step	Extend	Basic Wage	LAD Allowance
	<input checked="" type="radio"/> No	<span>Chk wage</span>	
	<input type="radio"/> Yes		

Item	From	To
PdNo		
Category		

② Job number, title and grade are automatically entered.

## 9. Enter Step and Wage:

Wage will automatically be posted by entering a step. However, the program JAS does not calculate wages for promotion, change to lower grade, or extended step. Please refer to the Wage Table for such cases.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Initiation  
PAR Input Page

REQUEST NUMBER  
TA-TA1-032-2005

REQUESTED EFFECTIVE DATE  
DATE OF REQUEST  
11/29/04

Nature of Action Requested  
Add NOA Set NOA Reset NOA

MLC IHA  
Appointment

Appointment  
[NAME] | [DOB] | [EMPLOYEE NO]  
YOKOSUKA, TARO - Mr. | 12/12/80 |

Update Bound To Column  
Jump to Column 8 [JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD]

8. JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD

PD Number  
TA-TA1-003

Job No  
Job Title  
0010 Administrative Specialist

Category  
BWT  
Grade  
LAD  
MLC 1 05 3

Step  
Extend  
No Yes  
Basic Wage  
LAD Allowance  
01 216700

Chk Wage

① Enter the step. Must be two digits.

② Click "Chk Wage".

③ Wage will show.

## TIPS

Step can be entered manually or left blank. You must calculate the appropriate wage and enter it manually for "Detail" actions or placing between steps (i.e, 04/05) such as "Change to a lower grade for operational requirement" actions.



## 10. Enter Language Allowance:

You may enter Language Allowance manually. Enter "0" or a four digits number.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Initiation  
PAR Input Page

REQUEST NUMBER  
TA-TA1-032-2005 MassAction

REQUESTED EFFECTIVE DATE DATE OF REQUEST  
 11/29/04

Nature of Action Requested Add NOA Set NOA Reset NOA

☒ MLC ☐ IHA

Appointment [NAME] | [DOB] | [EMPLOYEE NO]  
Appointment YOKOSUKA, TARO - Mr. | 12/12/80 |

Update Bound To Column

Jump to Column 8 [JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD] <<< Update >>>

8. JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD

PD Number TA-TA1-003

Job No Job Title  
0010 Administrative Specialist

Category BWT Grade LAD  
MLC 1 05 3

Step Extend Basic Wage Chk Wage LAD Allowance  
01 ☒ No ☐ Yes 216700

Item	From	To
PdNo		
Category		
Bwt		
Grade		

① Enter "0" or "1100" ~"6600" allowance.

② Click "Update".

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

MLC IHA

Appointment

Appointment [NAME] | [DOB] | [EMPLOYEE NO]  
YOKOSUKA, TARO - Mr. | 12/12/80 |

Update Bound To Column

Jump to Column 8 [JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD]

<<< Update >>>

8. JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD

PD Number TA-TA1-003

Job No Job Title

0010 Administrative Specialist

Category BWT Grade LAD

MLC 1 05 3

Step Extend Basic Wage Chk Wage LAD Allowance

01 No Yes 216700 0

Item	From	To
PdNo		TA-TA1-003
Category		MLC
Bwt		1
Grade		05
Step		01
Lad		3
JobTitle		Administrative Specialist
JobNo		0010
ExtantionStep		0
AdjustmentStep		
MaximumStep		

Jump to Top

① All data is updated.

MLC IHA

Appointment

Appointment [NAME] | [DOB] | [EMPLOYEE NO]  
YOKOSUKA, TARO - Mr. | 12/12/80 |

Update Bound To Column

Jump to Column 9 [BASIC WAGE AND ALLOWANCES (Specify)]

<<< Update >>>

9. BASIC WAGE AND ALLOWANCES (Specify)

Item	From	To
BasicWage		216700
LadAllowance		0

Jump to Top

② Wage and Language Allowance can be verified by moving to the next column.

## 11. Enter Working Hours:

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Update Bound To Column

Jump to Column 13 [WORK CONDITIONS AND SCHEDULE]

<<< Update >>>

13. WORK CONDITIONS AND SCHEDULE Reset

Period of Employment (mm/dd/yyyy)	Trial Period (mm/dd/yyyy)	Schedule Control No.	Hours/Week
			40
Starting Time: (hhmm)	Ending Time: (hhmm)	Recess From: (hhmm)	Recess To: (hhmm)
0800	1645	1200	1245
Designate Non_Work Day and Rest Day:		Work Day From:	Work Day To:
Sat & Sun		Mon	Fri
Intermittent:		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Duty of outside schedule workweek hours:		<input checked="" type="radio"/> Yes <input type="radio"/> No	

Item	From	To
PeriodOfEmp		
TrialPeriod		
ScheduleCtlNo		
HoursWeek		40
StartingTime		0800
EndingTime		1645
RecessFrom		1200
RecessTo		1245
Dnd		Sat & Sun
WorkDayFrom		Mon
WorkDayTo		Fri
IntermittentY	False	False
IntermittentN	False	True
Ot	False	True

Jump to Top

① Enter working hours and schedule.

② Click "Update" at the bottom of the screen.

## 12. Close PAR / ONPA Screen:

To close the PAR/ONPA screen after creating it, you need to click “Exit”.  
Before closing the screen, make sure that all data is updated by clicking “Update”.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Jump to Last

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Initiation  
PAR Input Page

REQUEST NUMBER  
TA-TA1-034-2004

REQUESTED EFFECTIVE DATE  
DATE OF REQUEST  
9/21/04

Nature of Action Requested  
Add NOA Set NOA Reset NOA

☒ MLC ☐ IHA

Appointment

[NAME] | [DOB] | [EMPLOYEE NO]  
YOKOSUKA, TAROH - Mr. | 10/10/70 |

Update Bound To Column

Jump to Column All [Start]

<<< Update >>>

Jump to Top

① Click “Exit” to close the screen.

## 3. Flow:

### 3-1 Flow:

PAR/ONPA is flowed to the next person by using e-mail, but you are not attaching the data to the e-mail. The e-mail only shows the hyperlink address that stored PAR/ONPA data, and by clicking it, next person will be able to open the data directly.

Basic PAR/ONPA flow is listed below. However, each activity can customize their own flow by adding or deleting below steps.

【Initiator】	Can create, correct, cancel, delete and print PAR/ONPA.
↓	
【Requester】	Can review, print, approve and disapprove PAR / ONPA. Can't create, correct or delete PAR / ONPA.
↓	
【Certifier】	Can review, print, approve and disapprove PAR / ONPA. Can't create, correct or delete PAR / ONPA.
↓	
【HRO】	Can correct, cancel and print PAR / ONPA> Can't delete PAR / ONPA.
↓	
【COR】	Can review, print, approve and disapprove PAR / ONPA. Can't delete PAR / ONPA.

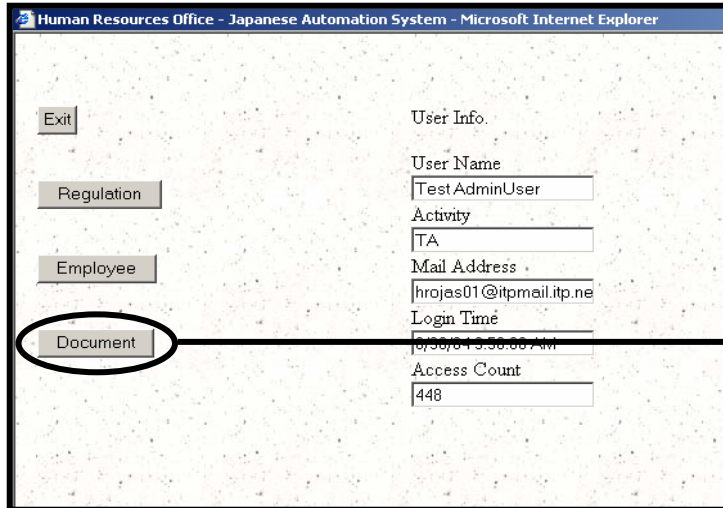
Only the initiate or HOR can correct PAR/ONPA. When a requester or a certifier finds mistake, PAR/ONPA must be returned to the initiator to make correction.



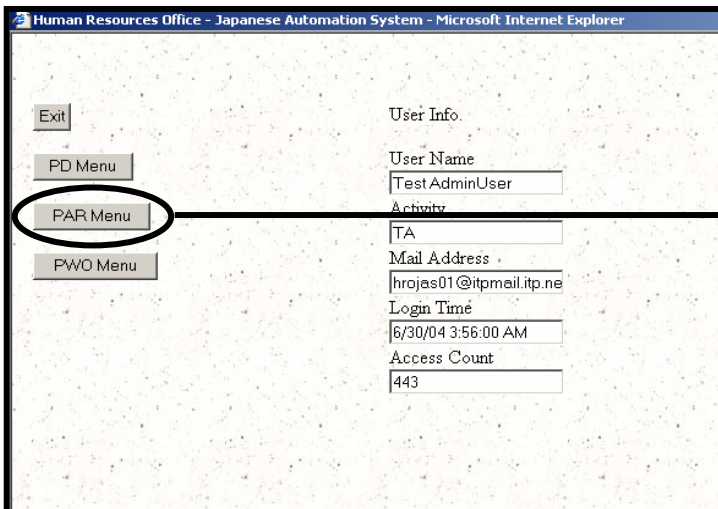
### 3-2 Flow Setting:

#### 1. Open Flow Setting Screen:

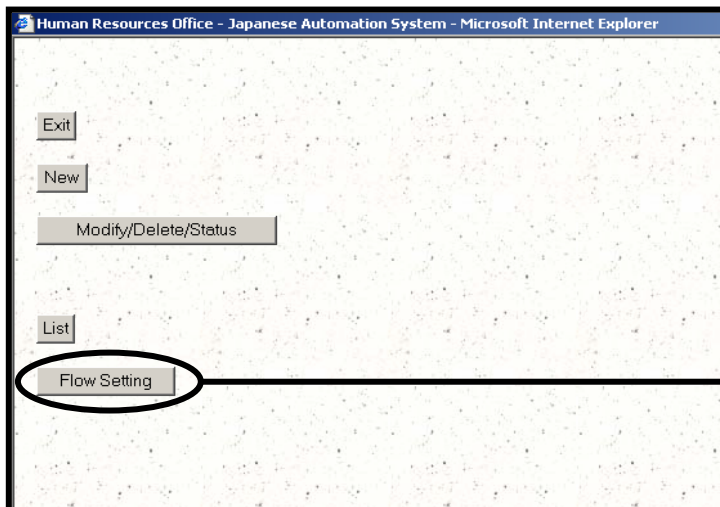
【From Main Menu: → Document → PAR Menu → Click “Flow Setting”】



① Click “Document” .



② Click “PAR Menu” .



③ Click “Flow Setting” .

▼Flow Setting Screen:

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Exit

Activity: TA

Select From: Select Person

Login ID: Level: Name:

Title:

Select To: Select Person Add: Internal

Login ID: Level: Name:

Title:

Sender "From" filed.

Receiver "To" field.

## 2. Flow Setting:

From the registered users, select sender "From" and receiver "To".  
You will be able to have multiple flows by repeating this process.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

Activity: TA

Select From: TA | Initiate | Test AdminUser

Login ID: TA1

Title: TA | Initiate | Test AdminUser12

Select To: TA | Initiate | Test AdminUser13

Login ID: TA1

Title: TA | Initiate | Test AdminUser14

Select To: TA | Requested | Test ActRequest

Login ID: TA1

Title: TA | Requested | Test ActRequest2

Select To: TA | CO | Test ActPMO

Login ID: TA1

Title: TA | Initials | TA HrolInitials

Select To: TA | Initials | TA HrolInitials2

Login ID: TA1

Title: TA | Initials | TA HrolInitials3

Select To: TA | Initials | Test ActCertify

Login ID: TA1

Title: TA | COR | TA HroCO

Add Internal

Delete	User ID	User Name	Sign. Level	Job Title	Flow
	TA2	Test ActRequest	Requested	Test Act Requester	Normal
	TA22	Test ActRequest2	Requested	Test Act Requester2	Normal
	TA3	Test ActCertify	Initials	Test Act Certify	Normal

① Select senders and receivers.

② Click "Add" to register additional members.

③ Additional flow setting will be shown. Repeat ①~② for adding flow.

## 3-3 Flow PAR / ONPA:

## 1. Flow PAR / ONPA:

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

Jump to Last

Modify Delete Hide

PAR Count = 31

Selected PAR Number is TA-TA22-004-2004 Nature of Action :

Signature Status:

Name	Title	Level	Status	Sign. Date	Input Date
Personal Action Request List					
PAR Number	Date Of Request	Effective Date	Nature OF Action	Name	Status
TA-TA22-004-2004	9/20/04	1/1/1900		BBB, B - Mr.	Requested
TA-TA211-001-2004	6/30/04	7/1/04	Appointment		Approved
TA-TA13-004-2004	9/20/04	11/1/04	Appointment		Requested
TA-TA12-004-2004	9/17/04	1/1/1900		DDD, D - Ms.	Requested
TA-TA12-003-2004	9/17/04	1/1/1900		DDD, D - Ms.	Requested
TA-TA11-005-2004	9/20/04	1/1/1900			Requested
TA-TA11-004-2004	9/20/04	1/1/1900		AAABBB, A - Ms.	Requested
TA-TA11-001-2004	5/25/04	6/1/04	Appointment	TEST03, TEST03 - Mr.	Requested
TA-TA1-039-2004	9/21/04	12/1/04	Appointment	YOKOSUKA, TAROH - Mr.	Requested
TA-TA1-038-2004	9/21/04	12/1/04	Appointment	YOKOSUKA, TAROH - Mr.	Requested
TA-TA1-037-2004	9/21/04	12/1/04	Appointment	YOKOSUKA, TAROH - Mr.	Requested
TA-TA1-036-2004	9/21/04	1/1/1900		YOKOSUKA, TAROH - Mr.	Requested

① Click request number.

② Click "Modify".

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Appointment

Appointment

[NAME] | [DOB] | [EMPLOYEE NO.]

YOKOSUKA, TAROH - Mr. | 10/10/70 |

Update Bound To Column

Jump to

Column All [Start]

Column 7 [TYPE OF CONTRACT AND EMPLOYMENT]

Column 8 [JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD]

Column 9 [BASIC WAGE AND ALLOWANCES (Specify)]

Column 10 [ORGANIZATION UNIT]

Column 11 [INSTALLATION]

Column 12 [COMPETITIVE AREA AND LEVEL]

Column 13 [WORK CONDITIONS AND SCHEDULE]

Column 14 [REMARKS]

Column 15 [APPROPRIATION DATA AND FS-UU-CE CODES]

Column 16 [REQUESTED BY]

Item

Lname

Fname

Mname

Sex

Dob

EmpNo

TypeOfEmp

Act1

Act2

Act3

Act4

Act5

S1

③ Click employee's name.

④ Click "▼" for the list.

⑤ Click "REQUESTED BY" from the list.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

Jump to Last

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Modification  
PAR Input Page

REQUEST NUMBER  
TA-TA1-037-2004

REQUESTED EFFECTIVE DATE  
12/1/04

DATE OF REQUEST  
9/21/04

Nature of Action Requested  
MLC IHA

Appointment  
Appointment

[NAME] | [DOB] | [EMPLOYEE NO]  
YOKOSUKA, TAROH - Mr. | 10/10/70 |

Clear Update Update Bound To Column

Jump to Column 16 [REQUESTED BY]

Update

SIGNATURE BLOCK  
Test ActCertify|Initials

REQUESTED BY

Signature History

Name	Level	Title	Status	Group	Date
Test ActCertify	Initials	Test Act Certify		ActivityUserNormal	

Item	From	To
Lname	YOKOSUKA	YOKOSUKA
Fname	TAROH	TAROH
Mname		
Sex	Male	Male

⑥ Select the "Receiver" from registered members.

⑦ PAR/ONPA will flow when you click "Update".



Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

Jump to Last

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION  
Initiation  
PAR Input Page

REQUEST NUMBER  
TA-TA1-039-2004 MassAction

REQUESTED EFFECTIVE DATE 12/01/04 DATE OF REQUEST 9/21/04

Nature of Action Requested Add NOA Set NOA Reset NOA

☒ MLC ☐ IHA

Appointment

Appointment

[NAME] | [DOB] | [EMPLOYEE NO]  
YOKOSUKA, TAROH - Mr. | 10/10/70 |

Update Bound To Column

Jump to Column 16 [REQUESTED BY]

<<< Update >>>

SIGNATURE BLOCK

Test ActCertify/Initials

REQUESTED BY

Signature History

Name	Level	Title	Status	Group	Date
Test ActCertify	Initials	Test Act Certify		ActivityUserNormal	

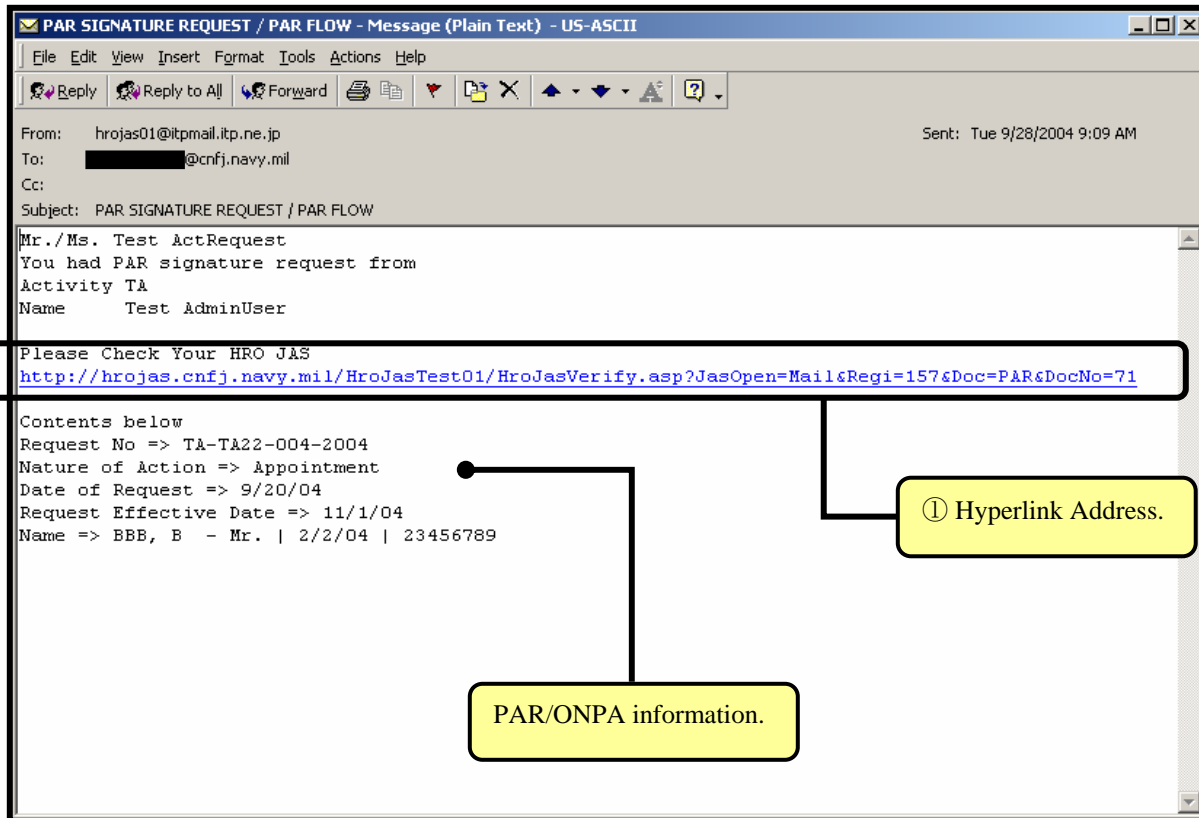
We are currently working on to install  
"Recall Function".

⑨ Once PAR / ONPA is released, you no longer able to make correction. You will only view the status of signatures.

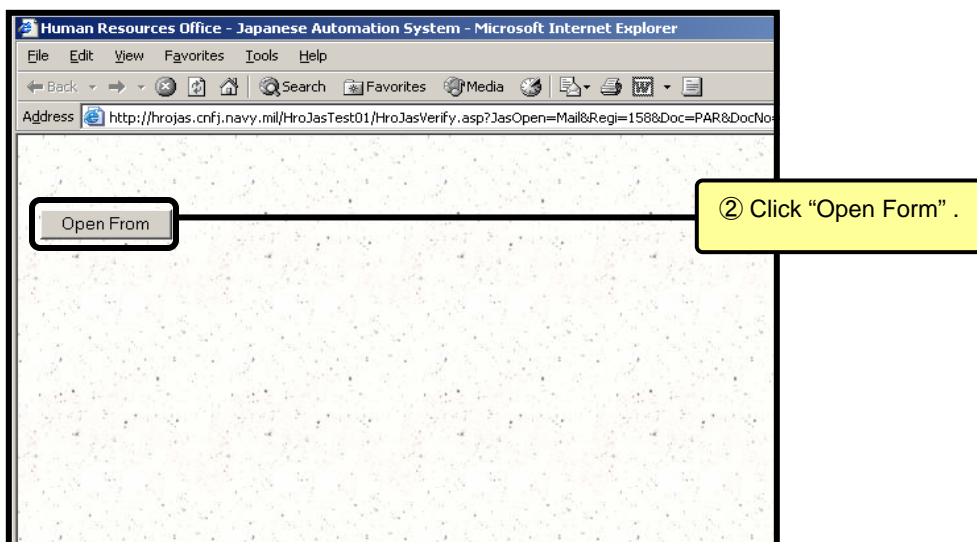
3-4 Receive PAR / ONPA:

## 1. Receive PAR Signature Request:

Once a PAR / ONPA is processed to the next person (Flow), he/she will receive an e-mail. Mail will have hyperlink address and the receiver can open PAR/ONPA.



## 2. Open PAR / ONPA:



## 3. Approve PAR / ONPA:

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Address: http://hrojas.cnfj.navy.mil/HroJasTest01/Document/PARSignNew01.asp

4. Nature of Action Request  
Change in Work Schedule and Change in Work Schedule

5. Request Effective Date  
12/1/04

6. Date of Request  
9/23/04

From: MLC ☐ MC ☐ IHA ☐

7. Type of Employment  
To: MLC ☐ MC ☐ IHA ☐

8. Job Title, Job No., EWT, Grade, Step, PD No., Position LAD  
Same

9. Basic Wage and Allowances (Specify)  
Basic Wage: \$Same- LAD: \$Same-

10. Organization Unit  
From: --  
To: Same-Same-Same

11. Institution  
Same

12. Competitive Area Level  
AREA / LEVEL  
Same / Same

13. Work Conditions and Schedule:  
A. Period of Employee:  
B. Trial Period: If you are hired as a trial period employee, you will become a permanent employee upon successful completion of trial period.  
C. Weekly Work Hours: 40 Schedule Cont. No.:  
Starting Time: N/A Ending Time: N/A Recess: 1200 - 1245  
D. Designate Non-Work Day and Rest Day: Dates designated by work schedule: Sat & Sun  
E. Intermittent: Yes ☐ No ☒  
F. Duty of Outside Scheduled Workweek Hours: Yes ☐ No ☒  
G. SEPARATION As prescribed under the MLC, the MC, and the IHA.

14. Remarks

15. Appropriation Data and FS-UU-CE Codes  
FS-UU-CE: --

16. Requested By (Signature, Title, and Phone Number)  
Test ActRequest  
Test Act Requester 243- [REDACTED]

17. CO or Authorized Representative (Signature, Title, and Phone Number)

SIGNATURE BLOCK

Flow Concur Return to Initiator

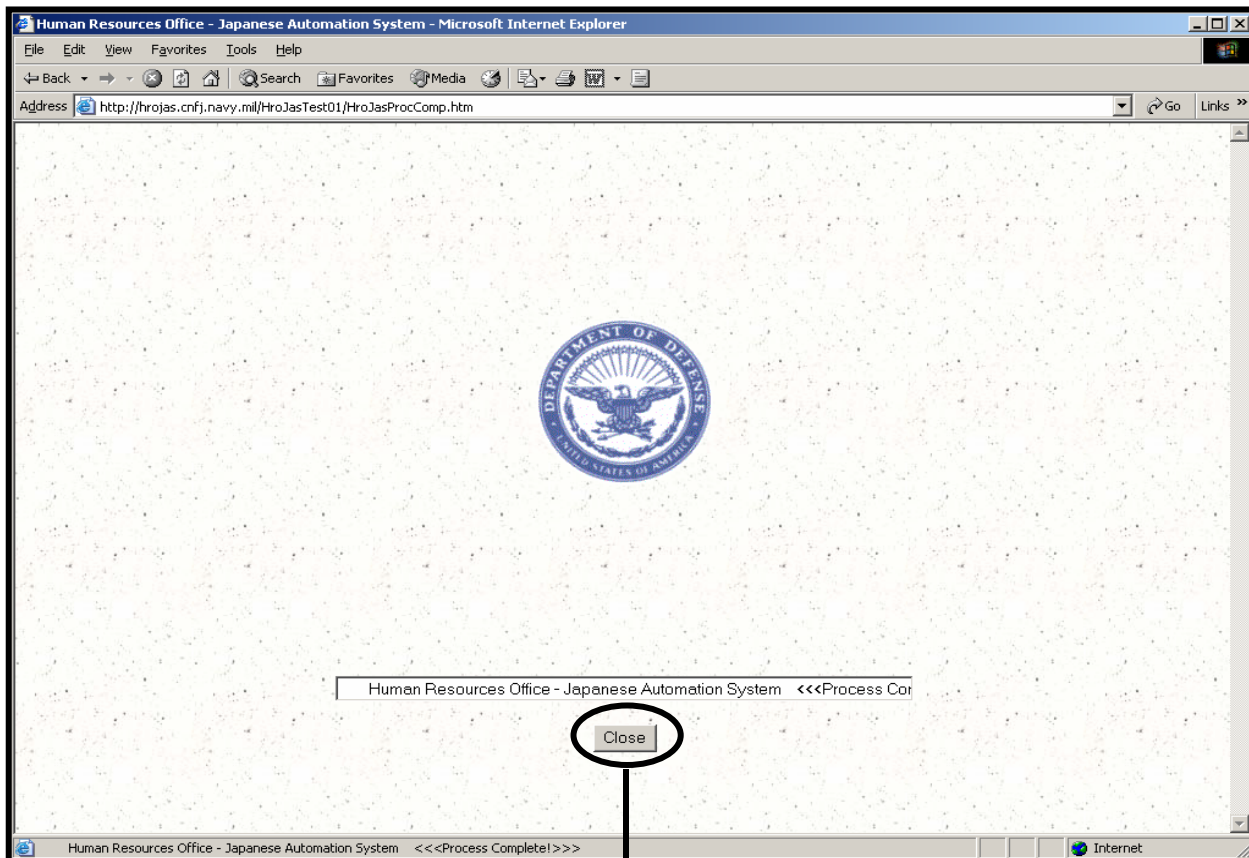
Name	Title	Level	Status	Sign. Date	Input Date
Test ActRequest	Test Act Requester	Requested			9/23/04 2:51:00 PM

Click "Return to Initiator" for disapproval or correction.

④ "Concur" for approval.

⑤ Document will flow to the next person by clicking "Flow".

If you only click "Concur" and forget to click "Flow" before existing, err message will appear. You have to close the screen and re-start the process from re-entering from hyperlink address.



⑥ Once flow is completed, you will not be able to re-enter to the program. Close the screen.

## 4. Printing

### 4-1 Print Set Up.

#### 1. Set Up Excel for Printing Service:

WEB JAS uses Excel to print out PAR/ONPA. Please follow the process below to set up Excel.

Note) In some IT environments, only the System Administrators are permitted to perform the setting listed. Please contact your IT specialist for setting Excel.

- a. Right-click **start menu** to open **Explorer**. (for Windows 2000)
- b. Select "**Tools**" from the toolbar and click.
- c. Click "**Folder Options**".
- d. Click "**File Types**" tab.
- e. Select "**XLS**" which is the short term used for Excel, and Click.
- f. Click "**Advanced**" button.
- g. Click to mark "**Confirm open after download**".
- h. Exit after clicking "**OK**".

### 4-2 Printing

#### 1. Open PAR / ONPA:

Entering from main menu:

Document - PAR Menu – List – Find – Search PAR/ONPA - Click PAR menu

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit Reset **Find**

Act1 TA|Test Activity  
Act2 TA1|Test Activity1  
Act3 |  
Act4 |  
Act5 |  
2004

List of PAR Request No. ---- FY 2004

Hit Count = 33

PAR Number	Date Of Request	Effective Date	Nature OF Action	Name	Status
TA-TA1-040-2004	9/23/04	12/1/04	Change in Work Schedule and Change in Work Schedule	Mass Action - See Attached Sheet	Requested
TA-TA1-039-2004	9/21/04	12/1/04	Appointment	YOKOSUKA, TAROH - Mr.	Requested
TA-TA1-038-2004	9/21/04	12/1/04	Appointment	YOKOSUKA, TAROH - Mr.	Requested
TA-TA1-037-2004	9/21/04	12/1/04	Appointment	YOKOSUKA, TAROH - Mr.	Requested
TA-TA1-036-2004	9/21/04	1/1/1900		YOKOSUKA, TAROH - Mr.	Requested

① Click "Find".

② Click "PAR Number".



## 2. Save PAR / ONPA in Excel:

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Address: http://hrojas.cnfj.navy.mil/hroJasTest01/Document/PARSignNew01.asp

From:hrojas04@itpmail.itp.ne.jp To:hrojas01hro@itpmail.itp.ne.jp

Exit

**PAR Print Preparation**

**PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION**

1. Name (Last, First - Mr. or Ms.) YOKOSUKA, TAROH - Mr.	1A. Date of Birth 10/10/70	2. Identification No. TA-TA1-038-2004
4. Nature of Action Request Appointment	5. Request Effective Date 12/1/04	6. Date of Request 9/21/04
Front: MLC <input checked="" type="radio"/> MC <input type="radio"/> IHA <input type="radio"/>	7. Type of Employment Permanent	To: MLC <input checked="" type="radio"/> MC <input type="radio"/> IHA <input type="radio"/>
	8. Job Title, Job No., EWT, Grade, Swp, PD No., Position LAD	Same
	9. Basic Wage and Allowances (Specify)	Basic Wage: Same- LAD: Same-
	10. Organization Unit PB-UU-CE From: Same-Same-Same To: Same-Same-Same	Same
	11. Instruction	Same
AREA / LEVEL	12. Competitive Area Level	AREA / LEVEL Same
13. Work Conditions and Schedule A. Period of Employee:		

① Click "PAR Print Preparation"

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Address: http://hrojas.cnfj.navy.mil/hroJasTest01/Print/ParPrint3.asp

Exit

Save as Excel Format

**PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION**  
人事措置要求書/諸機関労務協約公式人事措置通知書

For IHA employees, this is an official notification of the action described below which affects your employment. Keep this notice. Promptly call any error to the attention of your supervisor.  
IHA 従業員の方へ、この通知書はあなたの雇用に関与する措置に関するものです。これを大切に保管してください。誤りがある場合は、速やかに上司の注意を促してください。

1. NAME (Last, First - Mr. or Ms.) 氏名  
YOKOSUKA, TAROH - Mr.

4. NATURE OF ACTION REQUESTED 要求措置の種類  
Appointment  
FROM: ☐ MLC ☒ MC ☐ IHA

AREA / LEVEL

13. WORK CONDITIONS AND SCHEDULE 雇用条件および労働時間  
A. PERIOD OF EMPLOYMENT 雇用の期間 雇用の開始日から  
B. TRIAL PERIOD 試用期間: If you are hired as a trial period employee, you will become a permanent employee upon successful completion of trial period.

**File Download**

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: TA-TA1-038-2004.xls  
File type: Microsoft Excel Worksheet  
From: hrojas.cnfj.navy.mil

⚠ This type of file could harm your computer if it contains malicious code.

Would you like to open the file or save it to your computer?

Open Save Cancel More Info

☒ Always ask before opening this type of file

② Click "Save as Excel Format"

③ Download message will be show up.

④ Click "Save" to store in the appropriate location.

## 3. Print PAR / ONPA:

Note) PAR/ONPA Form is being set at maximum margin to have enough space for entries.  
When printing, click “**Print Preview**” on the “File menu” to see how the sheet will look.

① Open the file you want to print out and click “Print”.

Microsoft Excel - TA-TA1-026-2004.xls

File Edit View Insert Format Tools Data Window Help

A1 PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION

人事措置要求書/諸機関労務協約公式人事措置通知書

For IHA employer, this is an official notification of the action described below which affects your employment. Keep this notice. Promptly call any error to the attention of your supervisor.  
(IHA労働者の皆様、この通知書はあなたの雇用と関係する以下の人事措置についてのものであります。この通知書は必ず保持してください。誤りがある場合は速やかに上司の注意を促してください。)

1. NAME (Last, First+Middle) 氏名 1A. DATE OF BIRTH 生年月日 2. EMPLOYEE NO. 従業員番号 3. REQUEST NO. 要求番号

6 Mass Action - See Attached Sheet N/A TA-TA1-026-2004

4. NATURE OF ACTION REQUESTED 要求措置の性質 5. REQUESTED EFF DATE 人事措置効果発生日 6. DATE OF REQUEST 要求日

9 Change in Work Schedule 200409020

10 FROM: 自 MLC MC IHA 7. TYPE OF CONTRACT AND EMPLOYMENT TO: 至 MLC MC IHA

11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32

7. TYPE OF CONTRACT AND EMPLOYMENT 契約区分および雇用種別  
8. JOB TITLE, JOB NO., EMT, GRADE, STEP, AND AUTHORIZED LAD 職名、職番、基本給表、等級、階級および標準手当職位級  
9. BASIC WAGE AND ALLOWANCES (Specify) 基本給および各種手当  
10. ORGANIZATIONAL UNIT 組織名  
11. INSTALLATION 施設名

12. COMPETITIVE AREA AND LEVEL 競争地域およびレベル

13. WORK CONDITIONS AND SCHEDULE 雇用条件および勤務時間  
A. PERIOD OF EMPLOYMENT 雇用の期間 雇用開始日から 年 月 日 限り。  
B. TRIAL PERIOD 試用期間: If you are hired as a trial period employee, you will become a permanent employee upon successful completion of trial period.